CM/ECF SHORTCUTS

*Keyboard-Oriented Filing
and
Successful PDF Conversion*

Netscape Shortcuts		Scroll Lists		Drop Down Lists		Web Page	
Back	Alt + ←	Advance to end of list	Ctrl + End	Drop List Down	Alt + ↓	Scroll Down	Page Down
Forward	Alt + →	Advance to beginning of list	Ctrl + Home	See Also, Scroll Lists		Scroll Up	Page Up
Stop	[Esc]	Advance Down	↓			Scroll to Bottom of Page	Ctrl + End
		Advance Up	↑			Scroll to Top of Page	Ctrl + Home
		Advance Down Several Items	Page Down			Find	Ctrl + F
		Advance Up Several Items	Page Up				

CM/ECF

SHORTCUTS

Editing within a Text Box		Basic Editing		ECF	
Block from cursor to end of Line	Shift + End	Cut	Ctrl + X	Advance to next field	Tab
Block from cursor to beginning of line	Shift + Home	Copy	Ctrl + C	Go Back one field	Shift + Tab
Move to Beginning of Field	Home	Paste	Ctrl + V	Select Radio Button	Space Bar or Enter
Move to End of Field	End			Mark Check Box	Space Bar or Enter
Delete to End of Line	Ctrl + Delete			Search on Page	Ctrl + F

Many of these shortcuts are Windows features. Try them in other applications as well.

Use the Mouse for:	
Selecting Multiple Items from a Pick List	Hold the Ctrl key down and click multiple items with the mouse
Browse and Upload Page	Click Browse and navigate to the PDF document
Highlighting Text to Copy	Use the mouse to highlight the text to be copied. Then, hit Ctrl + C. Move to the field where you want to insert the text copied, then hit Ctrl + V.

Successful PDF Conversion: Avoid Formatting Changes in your PDF document and change the printer to Acrobat PDFWriter *before* doing the actual conversion.

1. Click File...Print.
2. Use the drop down list and select Acrobat PDFWriter as your current printer.
3. Close the Print window, instead of clicking Print.
4. Review your document and check for any formatting changes. Make corrections as necessary.

5. Now, convert to PDF as you normally would.

Next time, you won't be surprised to find that blank page was inserted without you knowing it!